

GOVERNMENT OF INDIA
DEPARTMENT OF SCIENCE & TECHNOLOGY
TECHNOLOGY BHAVAN
NEW MEHRAULI ROAD
NEW DELHI-110016

No.10-2/2008-Admn.II(A)

Dated:19.11.2008

To

As per list attached.

Subject:- Limited Tender for Annual Maintenance Contract for Maintenance, Shifting and providing new extension connection of telephone in this Department.

Dear Sirs,

Sealed quotations on a single bid basis are invited by this Department for providing the following services:-

1. Providing new extension of telephone from exchange.
2. Maintenance of extension of telephone of this Department.
3. Shifting of telephone extensions (Providing wire etc. if needed)
4. Repair of telephone instruments.
5. Telephone instruments for new connections/replacement.

The firm will have to provide a Technician to be stationed for full time in DST having a minimum 5 years experience for above mentioned work.

The contract period be from will be initially for one year. This can be extended for a further period. The interested firms possessing at least 5years experience in this field may submit the tender along-with earnest money of Rs.25,000/-(Rupees twenty five thousand only) in the form of DD/Pay order in the name of D.D.O., DST payable at New Delhi to the Under Secretary (Admn.II-A), Hall `A`, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 on or before 4.12..08 at 2.30PM. The sealed quotations will be opened on same day up to 3.00PM in the presence of their authorized representatives, who may wish to be present. It may be noted that the Department reserves the right to reject any/all tenders without assigning any reason thereof.

The prices should be quoted for the maintenance excluding all applicable taxes& duties. Prices should be quoted both in words & figures.

The terms and conditions applicable are also attached with the letter.

Yours faithfully,

(BISWANATH SAHOO)
SECTION OFFICER

For and on behalf on the President of India
Tel: 26590349

TERMS AND CONDITION

1. The tendering firm has to provide full time on site engineer/Technical Officer for performing above work. The service would be from 8.45AM to 5.45 PM on all working days. In addition, the services may be required occasionally on non-working days/holidays and the service providers shall be bound to render such services. Any refusal in this regard shall be deemed as a violation of the Services Contract and will be dealt with accordingly.
2. The name of the trained technician/engineer on site & back up engineer along with his Professional qualifications/resume shall be provided in the quotation itself. Change/replacement of technician will not be allowed barring exceptional circumstances or request from this Department if his services are not found satisfactory or up to the standard.
3. Interested parties submitting the tenders must inspect beforehand the telephone lines installed at Technology Bhavan, DST, New Delhi. No escalation/enhancement in prices finalized under the Agreement shall be allowed under any circumstances.
4. Tenderes must specifically confirm that the terms & conditions stated in this letter are acceptable to them. In the absence of such a confirmation, the offers are liable to be rejected straight away without any reference to the tendering firm.
5. The successful bidder will be required to furnish the performance security for an amount of 10% of the contract value payable in Indian Rupees in favour of the Government by way of Demand Draft or Bank Guarantee. The Bank Guarantee should be valid up to 60 days after the date of completion the contract and should be furnished in the format enclosed at Annexure `A`. The Bank Guarantee will have to be furnished within 15 day of the receipt of notification of award from the purchaser. Bank Guarantee issued by a nationalized/Scheduled bank located in India will only be acceptable.
6. Payments shall be made on a quarterly basis in arrears subject to satisfactory services against bills submitted up to 10 days of the ensuing month after completion of the quarter. No advance payment will be made for whatsoever reason.
7. Tenderers are requested to keep their offers open for acceptance by this Department for 90 days from the date of tender opening. If any bidder withdraws his tender before the said period or before finalization of the contract, this Department shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD of such a bidder.
8. The firm should have at least 5 years experience in maintenance of extension lines in Government Departments.
9. Liquidated Damages:

If the Service Provider fails to maintain any or all the equipments etc. during the contract period, this Department may at it side sole discretion, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 1.0% (one percent) of price of the delayed services for each week or part thereof, of delay until actual performance, upto a maximum deduction of 10% (Ten percent) of the delayed services of the contract price. Once the maximum is reached, the purchaser may consider termination of the contract.

10. The firm will also have to provide telephone extensions from exchange, maintenance extensions, shifting of telephone instruments for new connections/replacement.
11. No additional charges will be borne by this Department for any parts etc.
12. A monthly report may be given by the firm for maintenance of telephone lines.
13. The successful bidder will have to enter into an agreement before the tender is allotted. However, the Department reserves the right to Cancel/Short close the agreement by giving a notice of two months. The service provider can similarly cancel / stop close the Agreement, after serving a notice of 2 months.
14. Sealed quotations in single envelope containing quotation kept in one envelope should be superscribed "**Quotations for Annual Maintenance Contract of telephone extension etc.**" and should reach the undersigned in **Department of Science & Technology, Hall `A` Technology Bhavan, New Mehrauli Road, New Delhi-110016** by 2.30PM on 4.12.08. The quotations will be opened on same day at 3.00PM.
15. Any rotation of Technicians will be done only with the prior consent of this Department.
16. The Department reserves the right to reject any or all quotations, without assigning any reason.
17. The Contract period shall be initially for one year which may be further extendable for one year.

(BISWANATH SAHOO)
SECTION OFFICER